

# **CMI Awarding Body**

CMI Fees and Invoicing Policy - V6

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AB/POL/0011 - January 2026 - V6

## History

Date	Amendments Made
January 2026 / V6	<ul style="list-style-type: none"><li>• Amendments made to the complete documentation</li><li>• Incorporated on new Template</li><li>• Change in name from SQA Accreditation to Qualifications Scotland Accreditation</li></ul>
April 2019 / V5	<ul style="list-style-type: none"><li>• Insertion of "History" and "Distribution Sections</li><li>• Insertion of Regulatory Requirements section</li></ul>

## Intended Audience

- CMI Quality Managers
- CMI Markers and Moderators
- CMI Partner Relationship Managers
- CMI Partner Engagement Managers
- CMI Awarding Body Support Team
- CMI Centres

All of CMI's policies are published on the [CMI Policies Webpage](#)

## Purpose

This policy outlines the Chartered Management Institute (CMI's) guidelines and procedures for fees and invoicing for various Awarding Body services.

As part of the regulators' requirements ([CCEA Regulation](#), [Ofqual](#) and [Qualifications Wales](#)), there is a

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requirement under Condition F1 and F2 and [Qualifications Scotland Accreditation Regulatory Principles](#), Principle 5; for all regulated awarding organisations/bodies to publish fee and invoicing information about their qualifications in a standard format that is easily accessible to potential purchasers, and in addition, publish information about any packaging qualifications with other products or services. This document fulfils that requirement.

This policy aims to outline a pricing and fee structure and associated invoicing arrangements that are:

- Current and up-to-date;
- Fair, appropriate and provides value for money;
- Standardised, clear and transparent in its approach, with no hidden costs or details;
- Easily accessible for potential purchasers;
- It is fit for purpose, detailed, and compliant with any conditions, principles, or guidance from the regulatory bodies.

In respect of qualifications made available for purchase, CMI (under regulatory condition F1 and principle 5) shall provide clear fees and prices, categorised as follows:

- Standard Qualification and/or EPA Standard Fee;
- Package Fee (where applicable);
- Associated Learner or Apprentice Fees;
- Mandatory Centre or Partner Fees.

This document should be read in conjunction with any contractual agreements between CMI and its customers, including but not limited to the Centre Regulatory Agreement and EPA Agreement.

## Scope

This policy applies to all CMI Awarding Body staff (including contractors), CMI Centres and CMI-registered Learners and Apprentices, Training Providers and Employers who use CMI as their End Point Assessment (EPA) Organisation.

## Regulatory Requirements

This policy meets the regulatory requirements set out by our regulators: Ofqual, CCEA Regulation, Qualifications Wales, and Qualifications Scotland Accreditation.

[Ofqual - General Conditions of Recognition](#)

[Qualifications Wales - Standard Conditions of Recognition](#)

[CCEA Regulation - General Conditions of Recognition](#)

[Qualifications Scotland Accreditation - Regulatory Principles \(2021\)](#)

Regulator or Relevant Regulatory Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: F1. Information on Fees Condition No: F2. Packaging qualifications with other products or services Condition No: F3. Invoicing
Qualifications Wales	Standard Conditions of Recognition	Condition No: F1. Information on Fees Condition No: F2. Packaging qualifications with other products or services Condition No: F3. Invoicing
CCEA Regulation	General Conditions of Recognition	Condition No: F1. Information on Fees Condition No: F2. Packaging qualifications with other products or services Condition No: F3. Invoicing
Qualifications Scotland Accreditation	Regulatory Principles 2021	Principle 5. The awarding body and its providers must provide clear information on their procedures, products and services and ensure that they are accurate and appropriate to accredited qualifications.

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## Pricing and Fees

CMI reviews its Fees Guide on an annual basis, for implementation from 1st September to 31st August. CMI retains the right to change fees at any time without prior notice. However, CMI aims to give notice of any such increase to existing Partners before the proposed date of that increase. Details on current fees can be found in the CMI Fees Guide, which is located on CMI's [website](#).

For prospective customers, CMI shall confirm indicative prices during Business Development activities. Further details can be discussed with the CMI Relationship Manager.

Should a qualification be made available as part of a package with other products or services, CMI will also make that qualification available for purchasing separately, as well as in a package.

### Centre Fees

#### Annual Centre Fee

Each year, Centres are charged a Centre fee covering the following 12 months. An invoice for the Centre fee will be raised, where applicable, each year on the anniversary of Approval. Payment term is 30 days net from the date of invoice. This applies to Approved and Registered Centres Only.

#### Satellite Centre Fee

An annual Centre fee for Satellite Centres may apply. This Fee will be invoiced to the Approved Centre. CMI will not invoice Satellite Centres directly.

### Commercial Agreements

Individual commercial agreements may be in place with Partners concerning fees. Partners should contact their CMI Relationship Manager for further details.

### Learner Fees

#### Learner Registration Fee

Centres should charge Learner fees that incorporate the CMI registration fee (and marking fee if applicable). It is good practice to ensure that the Learner fee is paid in full at the start of the programme. Please note that all CMI fees will be invoiced at registration. A copy of all Centre & Learner fees can be found on CMI's website using the following link: [Information & Resources for Partners and Centres - CMI](#).

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Some Centres may allow Learners to pay their fees in instalments, but the Centre should ensure that the final fee is paid at least 6 weeks before the end of the programme. Centres which withhold Learners' CMI certificates pending payments are in contravention of the CMI Centre's Regulatory Agreement.

The Learner registration fee covers:

- Registration (for the duration of the qualification).
- CMI Affiliate membership for the duration of their studies, which provides access to a wealth of resources and information relevant to their qualification and more.
- Sampling and moderation of Learner work.
- Certification.

### **Re-Registration Fee**

A Learner exceeding the registration period will incur a re-registration fee:

- Centres can identify lapse dates of Learners via the Learner Details report in the Reports section of the HUB.
- CMI will re-register Learners within 5 working days of receipt of a written request from the Centre.
- An invoice will be forwarded to the Centre within 5 working days of the re-registration.

### **Marking Fee**

An additional marking fee is charged when CMI undertakes the marking of the learner's assessments on behalf of the Centre. For further information, please refer to the [fees guidance](#).

### **Apprenticeship Registration Fee**

CMI's End-Point Assessment (EPA) apprentice registration fees are provided on a per-apprentice and per-apprenticeship standard basis and include registration, access to CMI's systems and necessary resources/support materials where applicable.

### **Additional EPA Fees**

Re-sits and retakes of individual assessment components are provided within the [fee guidance](#).

Cancellation and Appeal fees for EPAs are provided within the [fee guidance](#).

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## Package Fee

CMI will not make available a qualification in a package together with other products or services unless that qualification is also made available without other products or services. All CMI qualifications can be purchased as standalone products.

## Recognised, Employer Accreditation and Dual Accreditation Programme Fees

CMI charges an approval fee for each Recognised, Employer Accreditation and Dual Accreditation programme that is mapped.

Recognised<sup>1</sup>, Employer Accreditation and Dual Accreditation programme approval is provided on a programme basis, and any variation in the programme properties shall be considered a new or revised programme and may be subject to additional mapped product fees.

Centres shall accept full responsibility for familiarising themselves with the requirements of Recognised, Employer Accreditation and Dual Accreditation approval, including but not limited to relevant policies, publications, guidance documents and forms.

## End Point Assessment Fees

CMI publishes and maintains a pricing structure based upon eligible End-Point Assessment costs, which shall typically not exceed 20% of the maximum funding band of the apprenticeship standard.

Fees are based on the EPA assessment being carried out once, using remote technology.

For the purpose of providing a Standard Qualification Fee, in relation to the requirements of regulatory bodies, a Standard Qualification Fee is calculated by combining the EPA Registration Fee and EPA Gateway Fee for the standard.

## Other Fees

Any additional fees or charges are provided within the [fee guidance](#).

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<sup>1</sup> CMI recognised programmes are exempt from regulation.

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# Invoicing

## Responsibilities

The CMI Centre will be responsible for the collection of registration and certification fees directly from the Learner and must forward all fees that have been collected directly to CMI within the required period. These fees are the property of CMI.

CMI will not accept direct payment of registration fees from Learners or from Satellite Sites, except for MOD learners. Only the Centre will be invoiced for Learner registration fees or CMI Marking fees.

All invoices will be addressed to the Centre's named Programme Director or the designated person.

In the event that a Learner is registered on the wrong qualification and CMI is required to transfer the Learner due to a Centre registration error, then;

- Where a Learner transfers to a more expensive qualification, the Centre will be charged an additional fee which represents the cost difference between the qualifications.
- Where a Learner transfers to a less expensive qualification, no extra charge will be made, and no refund will be given.

## CMI Marking Service

When a Centre submits Learner work for CMI Marking and it has been processed, an invoice relating to the CMI Marking fee will be issued.

CMI will endeavour to raise invoices **within 20 working days** of receipt of Learner work for CMI Marking. However, in times of high volume, this may be longer. Payment term is 30 days net from the date of invoice. Failure to settle the invoice may result in the removal of a Centre's permission to register any further Learners until the outstanding invoice(s) have been cleared.

## MoD Learners

MoD learners will, in the main, approach CMI directly to register for a programme/qualification. CMI will register the learner, and then an invoice will be sent to the learner. Payment is taken by card (preferred) or bank transfer. Upon payment being taken, a receipt is emailed to the learner.

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## Issuing of Invoices

CMI will acknowledge receipt of a Learner's and/or Apprentice's registration. The acknowledgement, in the form of an invoice, with an attached list of the Learner/Apprentice details, will be sent to the Centre within **5 working days** of processing the Learner's/Apprentice's registration.

## Payment

Payment term is 30 days net from the date of a CMI invoice. Cheques are to be made payable to CMI. For BACS payment, please use the details provided on the invoice.

CMI reserves the right to suspend Centres from Learner/Apprentice registration if a Centre fails to pay Learner/Apprentice registration or Centre fees or accrues other bad debt with CMI. Please refer to the CMI Sanctions Policy, which can be accessed on the [CMI Policies Page](#). In line with the CMI Quality Assurance Handbook, if invoices for fees are not paid within the specified timeframe, then the CMI may place a sanction on the Centre to prevent any further qualification registrations. (Please refer to the CMI Sanctions Policy, which can be accessed on the [CMI Policies Page](#).)

## Retention of invoices

CMI will retain all invoices for a period of six years, which satisfies statutory requirements.

## Content of invoices

CMI invoices will contain the following information:

- CMI Centre name
- CMI Centre address
- CMI Invoice number
- CMI Centre number
- The date the invoice was raised
- CMI VAT number
- Purchase Order Number\*
- Description/Summary
- A subtotal
- VAT (where applicable)
- Amount due
- CMI Bank details

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- Full breakdown of Learner details (Learner number, title, first name and surname)

\*The customer must take full responsibility for informing CMI if a Purchase Order (PO) number process is in place, including it when placing an order, and agrees that any failure to raise a PO does not prevent CMI from raising invoices or suspending services in the event of non-payment.

For registrations, approvals, the use of CMI marking services and other services, if the Centre requires a PO number, this should be entered into the system at the point of use. This will ensure the PO number is printed on the invoice.

## **Monitoring and Review**

This policy will be reviewed in line with CMI's Document Control Policy.